

MWRC-16-PA-0164

National Park Service

1 vacancy in the following location:

- Beatrice, NE

Work Schedule is Part Time 16 hours - Excepted Service NTE NTE One year

Opened Thursday 5/26/2016 (-1 day(s) ago)

Closes Tuesday 6/7/2016 (13 day(s) away)

- **Salary Range**
\$10.05 to \$12.57 / Per Hour
- **Series & Grade**
GS-0399-01/01
- **Promotion Potential**
01
- **Supervisory Status**
No
- **Who May Apply**
Pathways Internship Program Eligible in the area of Beatrice Nebraska
- **Control Number**
439913700
- **Job Announcement Number**
MWRC-16-PA-0164

Job Description

Job Description

Experience your America and build a fulfilling career by joining the National Park Service, as we prepare for a second century of Stewardship and Engagement. Become a part of our mission to connect with our past and create important connections to the future by building a rich and lasting legacy for the next generation of park visitors, supporters and advocates. For more information about the National Park Service, click [National Parks Service](#).

WHO MAY BE CONSIDERED: Student Program Eligibles in the area of Beatrice, NE.

This is an Excepted Service, Schedule D, 213.3112(a)(2), position.

To be eligible for a Pathways Program internship, you must meet the following requirements:

You must be a student accepted for enrollment or enrolled in a degree or certificate program on at least a half-time basis with a minimum 2.0 Grade Point Average (GPA).

Enrollment must be with an accredited educational institution or state-approved home

school. These may include high schools, colleges, universities, technical; trade, vocational or business schools and state approved home school secondary and post-secondary programs.

Qualifying certificate programs are post-high school programs equivalent to at least one academic year of full-time study that is part of an accredited college-level, technical, trade, vocational, or business school curriculum.

Educational institutions must be accredited by organizations recognized by the U. S. Department of Education. To see if your school is accredited, please visit: <http://www.ope.ed.gov/accreditation>

PATHWAYS INTERNSHIP PROGRAM OVERVIEW:

This position is being filled under the Pathways Internship Program which is designed to provide students enrolled in a wide variety of educational institutions, from high school to graduate level, with paid work opportunities in agencies to explore Federal careers while still in school. The Internship provides the student with work experience directly related to their academic studies or career goals while offering eligibility for non-competitive conversion to permanent employment upon completion.

CONVERSION: This appointment is anticipated to continue until the student's education program requirements have been completed, at which time the individual may, at the agency's discretion, be converted to a term appointment. There is no guarantee for conversion.

Additional Pathways Internship Program information can be found at: <http://www.opm.gov/HiringReform/Pathways/program/interns>

WORK SCHEDULE/POSITION DURATION: This position is part-time 32 hours a pay period (up to 80 hours per pay period). These part time hours may increase during peak summer season while student is on summer break from school. You may be required to work weekends. The anticipated Entrance on Duty (EOD) date is June 2016.

Major Duties:

This internship is to provide a learning opportunity for a student enrolled in a field of study relating to their career path, to enhance their future goals and improve their knowledge with work experience in a working environment.

The primary purpose of this position is: to provide a student trainee who has been appointed to the Pathways Program with on-the-job training and guidance to further student technical development.

Position: serves as a clerk typist performing routine clerical and typing duties. The primary and typical, though not all-inclusive duties of the positions are: Assists staff by answering the telephone, providing information, taking messages and/or directing

the call to the appropriate staff. Files and retrieves all park correspondence and reports. Operates a variety of office machines including typewriters, copiers and telephone/fax machines, and computers. Using word processing software, type's correspondence, memoranda, reports, etc. Performs a variety of office functions including responding to written or phone requests by utilizing existing information and duplicating informational handouts. Receives and/or distributes incoming and outgoing mail.

Area Information:

Homestead National Monument of America is located in southeast Nebraska, four miles northwest of the city of Beatrice (population 13,000). Housing, shopping, medical services, educational, and recreational opportunities are readily available in the local community, and in Lincoln, Nebraska's capital city (population 250,000), and 40 miles to the north. Beatrice has a high school, middle school, four public and two parochial elementary schools, a variety of pre-school programs, Southeast Community College, and an award winning public library. University facilities, including the University of Nebraska, are available in Lincoln. Beatrice has an active arts community (including a community theater) and is home to a variety of organized sports leagues for all ages. Recreational opportunities vary and include such facilities as: hiking/biking trail system, state parks/recreational areas, city waterpark, two golf courses, skate park, YMCA and more. Weather conditions are moderate, ranging from 90 degrees in the summer to 15 degrees in the winter. Homestead National Monument of America opened the new Homestead Heritage Center spring of 2007; a new 10,600 square foot visitor use facility. Homestead National Monument of America is a leader in the use of real-time distance learning technology and is very active in developing new and maintaining existing partnerships. For more information visit: <http://www.beatricechamber.com/>

Physical Demands:

The work is primarily sedentary. Work requires some physical activity including extended periods of standing, walking, bending, reaching, and moderate lifting, and occasionally work is performed in a crouched or confined position.

Work Environment:

The majority of work is performed in an office setting with adequate light, heat, and ventilation. The office is located in the Education Center building.

Travel Required

- Not Required

Relocation Authorized

- No

Job Requirements

Key Requirements

- U.S. Citizenship Required
- Valid State Drivers License
- Must be at least 16 years of age
- Must meet minimum half-time student enrollment requirements
- Must submit student enrollment verification

Qualifications

All qualifications must be met by the closing date of this announcement, Tuesday, June 07, 2016.

Qualifying experience may be obtained in the private or public sectors. <https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/#url=Group-Standards>

Transcripts-To qualify using education, you must submit a legible copy of transcripts from an accredited institution which must include your name, school name, credit hours, major(s), and grade-point average or class ranking. (NOTE: Transcripts lacking the required information will not be considered.) Applicants can verify accreditation [HERE](#)

If you are selected for this position and you used education to qualify, you will be asked to provide official transcripts before you enter on duty.

You can receive credit for education received outside the United States if you provide evidence that it is comparable to an accredited education institution in the United States when you apply. For further information [click HERE](#).

• You must be a U.S. Citizen to be eligible for the position.

• Applicants must possess a valid state driver's license. This position requires that you operate a government (or private) motor vehicle as part of your official duties.

• You will be required to sign a Pathways Agreement which specifies the conditions of your employment.

• You will also be required to maintain your student status as attending at least half-time, attending an accredited education institution, seeking a degree or certificate, and having a 2.0 GPA or higher.

• You will be required to provide student documentation every grading period to your supervisor to demonstrate your student status. Failure to provide this information may result in the termination of your internship.

• Males born after December 31, 1959 must complete Pre-Appointment Certification Statement for Selective Service Registration <https://www.sss.gov/>

• New employees of the Department of the Interior must identify a financial institution for direct deposit of net pay.

• Favorable adjudicated background investigation

• Wear a NPS uniform and comply with NPS uniform standards

• Government housing not available

• Monday through Friday, may include holidays, evenings or weekends, full time in summer and part time schedules during the school year.

• Typing 40 words per minute (WPM) is required. Must certify you can type 40 (WPM).

Additional Information

What To Expect Next

Once the online questionnaire is received you will receive an acknowledgement email that your submission was successful. After a review of your complete application is made you will be notified of your rating and or referral to the hiring official. If further evaluation or interviews are required you will be contacted.

BENEFITS

Effective January 2015, temporary, seasonal, and intermittent employees on appointments expected to last at least 90 days, and expected to work a schedule of 130 hours or more a calendar month, will be eligible to enroll in a Federal Employee Health Benefit (FEHB) health plan upon notification from their employing office. Temporary, seasonal, and intermittent employees for whom the expectation of hours of employment changes to meet the above requirement would become eligible to enroll in an FEHB health plan upon notification from their employing office. Eligible employees who elect to participate will receive the same government contribution as permanent employees and will be responsible for the employee share of the premium

while on the official agency roles; the employee share is deducted from bi-weekly earnings. Benefits: <http://www.opm.gov/retirement-services/newprospective-employees/>

Other Information

Travel, transportation, and relocation expenses will not be paid. All travel, transportation, and relocation expenses associated with reporting for duty in this position will be the sole responsibility of the selected employee.

This announcement may be used to fill additional similar vacancies if necessary.

Temporary appointments are not eligible for promotion.

How to Apply

NOTE: applicants must submit their application packages electronically or by fax. Applications/resumes and supporting documentation sent by mail (including email) **WILL NOT BE ACCEPTED**. Applicants are advised that a variety of public facilities such as schools, public libraries, state employment offices and regional job centers provide access to computers at no charge. Help may also be available to targeted groups through a variety of public assistance agencies.

To apply for this position, you must complete the occupational questionnaire and submit the documentation specified in the Required Documents section below.

The complete application package must be submitted by 11:59 PM (EST) on Tuesday, June 07, 2016 to receive consideration.

* To begin, click Apply Online to create a USAJOBS account or log in to your existing account. Follow the prompts to select your USAJOBS resume and/or other supporting documents and complete the occupational questionnaire.

* Click the Submit My Answers button to submit your application package.

* It is your responsibility to ensure your responses and appropriate documentation is submitted prior to Tuesday, June 07, 2016.

* To verify your application is complete, log into your USAJOBS account, <https://my.usajobs.gov/Account/Login>, select the Application Status link and then select the more information link for this position. The Details page will display the status of your application, the documentation received and processed, and any

correspondence the agency has sent related to this application. Your uploaded documents may take several hours to clear the virus scan process.

* To return to an incomplete application, log into your USAJOBS account and click Update Application in the vacancy announcement. You must re-select your resume and/or other documents from your USAJOBS account or your application will be incomplete. Faxing Applications or Supporting Documents: You are encouraged to apply online. Applying online will allow you to review and track the status of your application.

NOTE: If you applied online and your application is complete, do not fax the paper application (1203FX) as this will overwrite your prior online responses and may result in you being found ineligible.

If you completed the occupational questionnaire online and are unable to upload supporting document(s) follow the faxing instructions below:

1. Fax your documents to 1-478-757-3144. Fax documents must be received by Tuesday, June 07, 2016 to receive consideration. Keep a copy of your fax confirmation in the event verification is needed.
2. To fax your documents, you must use the following cover page <http://staffing.opm.gov/pdf/usascover.pdf> and provide the required information. The Vacancy ID is 1708812.

To Fax occupational questionnaire:

1. Click the following link to view and print the occupational questionnaire [View Occupational Questionnaire](#).
2. Print the 1203FX form, follow the instructions and provide your responses to the occupational questionnaire items <http://www.opm.gov/forms/pdfimage/opm1203fx.pdf>.
3. Fax the completed 1203FX form along with any supporting documents to 1-478-757-3144. Your 1203FX will serve as a cover page for your fax transmission.

Note: If you receive an email stating that there was a technical problem uploading your documents, you should fax the applicable documentation to OPM at 478-757-3144. Be sure to use the fax cover sheet that was linked in the vacancy announcement, include the appropriate Office Code (IN) and VIN (1708812) so that the fax is

processed properly and promptly. For further questions regarding applying online or by fax, please contact OPM atApplicationManagerHelpDesk@opm.gov

DO NOT SEND PHOTOGRAPHS. Any resume or documents with photographs will not be forwarded to the hiring official.

How You Will Be Evaluated

Method of rating will be Category based.

Candidates will be ranked into 3 categories:

Category Group III (Qualified) - applicants possessing experience that meets the minimum qualifications of the position including all selective factors, and who are proficient in some, but not all of the requirements of the job.

Note: Your resume must support your responses to the occupational questions. The occupational questionnaire was developed from these tasks.

- Assists answering the telephone, providing information, taking messages, and/or directing the call to the appropriate staff.
- Files and retrieves park correspondence and reports.
- Operate personal Computer and various Office Equipment and software.
- Receive and/or distributes incoming and outgoing mail.
- Pathways Internship Eligibility, must be enrolled in school.

Required Documents

The following documents are required and must be received by the closing date of this announcement.

1. Resume - Resumes SHOULD include personal information, education, work experience. You SHOULD include months, years and hours per week worked to receive credit for your work experience. One year of specialized experience is equivalent to 12 months at 40 hours per week. Part-time hours are prorated. You will not receive any credit for experience that does not indicate exact hours per week or is listed as "varies". (Include dates of employment -month and year, and hours worked per week). Your experience must verify the answers given on the assessment questionnaire. **YOU MUST USE YOUR FULL LEGAL NAME.** NOTE: Applications lacking required information will be considered ineligible.

2. Proof of current enrollment “ Documentation accepted includes letter of acceptance if you are not yet enrolled, a copy of your current class schedule, current transcripts showing coursework in progress, or letter from your advisor or registrar's office indicating you are a student attending at least half-time in a degree or certificate seeking program. Other documents may be considered, but we recommend you contact the Human Resources contact listed for this job announcement to verify acceptability.

3. Occupational Questionnaire.

4. Veterans Preference:

- Legible copies of DD-214 (copy 4 showing honorable or general discharge
- SF-15: Application claiming 10 Point Veterans Preference as a disabled veteran along with supporting documents. For more information on acceptable documents for Veterans' Preference visit: <http://www.opm.gov/policy-data-oversight/veterans-services/vet-guide/>

5. Transcripts- To qualify using education, you must submit a legible copy of transcripts from an accredited institution which must include your name, school name, credit hours, major(s), and grade-point average or class ranking. (NOTE: Transcripts lacking the required information will not be considered.)

6. Individuals claiming CTAP/ICTAP eligibility must submit proof that they meet the requirements of 5 CFR 330.605(a) for CTAP and 5 CFR 330.704 for ICTAP. This includes a copy of the agency notice, a copy of your most recent Performance Rating, and a copy of your most recent SF-50 noting current position, grade level, and duty location. Please annotate your application to reflect that you are applying as a CTAP or ICTAP eligible